



SOP | Organizing to Protect Targeted Locations

FOR Documentation and Protection at Churches, Food Pantries, Schools, Shelters

FIRST | Pair volunteers into groups of 2 or more for safety purposes. Assign one to keep an eye on chats, and the other operates as main observer.

OVERVIEW | This SOP is based on personal experience during a recent acceleration in ICE activity. If you are the first on site for a response, you will most likely become the person arriving volunteers turn to. The notes here are what was learned performing an ICE Watch Patrol for attendees of a church during Spanish speaking services. The focus was on safe entry and exit. It is not complete and you are welcome to adopt whatever components work for you. This is not the only SOP for this topic and does not suggest it is the best, but based on experience coordinating organically engaging volunteers. **Again, our job is not to interfere with anything ICE is doing, but document and protect the rights of the targeted communities.**

EQUIPMENT NEEDED

- Extra **whistles** to pass out (always good to have)
- Signal **chat app**.
- **Camera** for documenting as you need to.
- **Know Your Rights** Cards
- **Prep sheets** with SALUTE & ICIRR information for untrained volunteers
- **Chalk** for writing the ICIRR number on corners at the location.

TWO TOP OF MIND RESOURCES FOR YOUR VOLUNTEERS

SALUTE METHOD	ICIRR NUMBER
<ul style="list-style-type: none">→ Size How many agents are present?→ Action What are they doing? Knocking on doors? Driving?→ Location Cross streets or address if you have? Also, direction headed.→ Uniforms Are they wearing vests? Masks? Hats? Plain clothes?→ Time/Date IMPORTANT - this keeps your report timestamped so info is not repeated erroneously later.→ Equipment Make/model of car, license plate, weapons, etc.	855-435-7693 or 1-855-Help-My-Family

When You Arrive on Site

Connect with a staff point of contact on site

1. If you are new to this site, make sure to engage with a Staff Point of Contact (POC) who will be your main point of contact.
2. Ask the Staff POC what needs the site has for the time the event is happening.
3. Considering those needs, develop roles for your volunteers
 - a. For example
 - i. Get a sense of safe areas inside the facility. Where should volunteers tell people to go if ICE is trying to detain documented people. What protocols does the site have in place?
 - ii. Are there people who need escorts home who are walking?
 - iii. Are there people who need rides home?
 - iv. Are there people with infants? Do we have car seats to safely transport the infant?
 - v. Do we need to bring cars up from the parking lot for people?
 - vi. Do we need to escort a family with a car?
 - vii. What doors on the building are open and who has access?
 - viii. Do the people enter one door and come out another?
 - ix. How long is the event? What are start times and end times? When do people typically arrive? When do they actually leave?
 1. This is key to set expectations for volunteers.

Understand the location's points of access

Streets

1. Do not use alleys for passage, as they are being used to block and trap.
2. Note any streets that are one ways and direction of the one way.
3. If a street is heavily trafficked during a period of entry or exit, that street is not a viable place for ICE to congregate.
4. Note any side alleys on the streets around the location.

Doors on the building

1. Are they locked? Who has access?
2. If there's a parking lot for attendees, which door offers the safest access to cars?

Security personnel/cameras/other

1. What kinds of cameras are there and where are they positioned?
2. What protocols do they have in place should there be need for security?

P Parking (May not pertain to school defense. Churches and pantries are good)

1. Are there parking lots?
 - a. How many are there?
 - b. Is it connected and secured within the building property?
 - c. How many cars does it hold?
2. Where else do people park?
3. Do they need walking escorts to their cars?
4. Would they like a volunteer to travel with them?

Volunteer Engagement and Assignments

You will not only attract people who are in signal chats for this, but it's been found that once the community sees a collection of people supporting our neighbors, they also want to help. It would be good to have a small print out of the **SALUTE** method that also contains the ICIRR number. A good portion of these people may not be trained. You may also need to do an impromptu training on a few things:

- **SALUTE** | Describe how it is used and why it's important.
- **Whistles** | If you do not have extras and people need them, ask the volunteers and someone will most likely have them.
- **Whistle blows** | If ICE is confirmed, three short blows that are the same as the syllables for 'ICE-IS-HERE' or 'LA-MI-GRA' are used to alert people.
- **ICIRR Number** | 1-855-435-7693 - repeat 3 times for people to make it so part of their memory.
- **Vehicle sighting** | Describe types of vehicles, make sure folks know green LY (Livery) license plates are Uber Blacks (not ICE) and FP (Fleet Plate) do not always mean ICE. Fleet plates can be ICE, but get a look at the drivers and look for masks, baseball caps, and vests.
- **Signal** | Determine by show of hands who is in a group. Those that are in the group can then help those who are not added to the groups. Instruct helpers to use group QR codes for this. People can use the camera in their Signal app to join.
- **Know Your Rights cards** | If you don't have any, ask the volunteers if anyone has extra.

Role assignments

The number of volunteers that show up will vary. If you only have a few people, think of high risk areas, like street corners. If there are only two of you, stay within visual distance of each other and text groups to ask for support. If a larger group shows up, prioritize roles based on need and size of the space. If you have an excessive amount

of volunteers show up, have the Chat Point of Contact (see below) look for other places that need support in the chats.

Helpful role assignments::

- **A Second in Command (SiC) (1) |** It's good to have someone who can help field some basic questions and information, as well as be a connection to the corners. It would be helpful to have someone who is familiar with the area and site because they may know the lay of the neighborhood better than you.
- **Local Expert/Potential Local Lead (1) |** If there is no group of concerned neighbors already formed, then this person is key. You need to identify a point of contact for others who live very nearby so you can start to help this group self-organize. This person could act as your second in command so they have a sense of what it takes. This person will need to connect with the staff point of contact to understand what times volunteers are needed, how many, and any other logistical concerns that need to be addressed.
- **Spanish speakers (1-3) |** Identify those who can speak Spanish so you can ensure a smooth flow. If no volunteers speak Spanish, ask the staff POC for someone who may speak Spanish on staff to be the point of communication with the attendees.
- **Chat Point of Contact (POC) (1) |** Have at least one person looking at the Verifier or RR chat that can report to the lead what is happening and any information about what could be coming your way. Also, they can act as the person to ask for needs for the group. They should be close to the lead at all times.
- **!!NOTE |** The following volunteers should work in pairs to keep them safe from abductions or individual harassment. When pairing volunteers, assign one to be the designated chat watcher so one pair of eyes can be observing while the other can communicate with the larger group.
- **Street corner observers (4-8+) |** They should be placed at the corners of streets that lead to the facility, including alleys
- **Bikers (1-3) |** Bikers are more nimble in smaller spaces and can get to places quickly. Have some that are riding perimeter or checking corners. They may come and go depending on how busy an area is.
- **Perimeter observers (remaining volunteers) |** It is important to have a good number of folks on perimeter sidewalks and any backside entrances. Every 20 feet or so is good.

- **Documenters** | Should ICE arrive, have a few of the perimeter people ready with cameras.
- **Foot escorts (2-4)** | This depends on where you are doing your supports - if it is a food pantry it could be more. If it is a school, you can develop a schedule for walking kids home.
- **Drivers for rides or pulling cars around (3-4)** | There may be folks who feel unsafe with a foot escort. Do you have volunteers who have infant seats? Did they drive?
- **Information distribution (Any extra volunteers along with you can do this)** | Hand out red cards, Know Your Rights information to the attendees.

During Active Support

Protocols during lull time (hopefully this is most of the engagement)

- Connect with the volunteers and work to keep them at ease, especially first timers. Get to know them.
- Check in if bio breaks are needed.
- Distribute food and water if you have it.


Protocols if ICE is observed in a vehicle

!! It's important to keep calm. You need to understand a few things:


- Are they spotted heading to the facility?
- Vehicle type(s)?
- How many agents?

Wait until you have verification that it is ICE prior to alerting staff. You do not want to set off a false alarm and create panic. It's already a tense scene. We want the staff and attendees to remain calm as much as possible. Our presence already makes people nervous because it means ICE may have been spotted nearby, so all we can do to remove anxiety is top priority.

See next page for what to do if ICE are verified to be approaching or near the site.

 If ICE are verified:

1. **DO NOT APPROACH ICE AGENTS ALONE. DETERMINE ROLES PRIOR TO APPROACHING. WHO IS RECORDING? WHO IS COMMUNICATING IN CHAT? WHO IS GETTING AN ABDUCTEE'S INFO? ASK FOR BACKUP AS NEEDED!**
2. Talk to the Staff POC so that on site protocols can be enacted.
3. Have the Second in Command alert on site volunteers and Chat POC alert the main group chat for the RR team. Next, have Second in Command call sighting to ICIRR.
4. Have the bikers ride toward where they were reported.
5. Have Documenters begin recording and make sure they speak the SALUTE information into the video.

 If they do not show:

- Talk to staff POC and let them know all clear. Have the second in command and text responder alert people.

Protocols during lull time

- Connect with the volunteers and work to keep them at ease, especially first timers.
- Check in if bio breaks are needed.
- Distribute food and water if you have it. If not see if chat can bring if needed.
- Answer questions about RR and other groups people may ask about like mutual aid. Capture anything you don't know and say you will get back to them.

Event End Time

- Connect with staff POC to ensure all targeted parties are out of the facility.
- Once they give all clear, have Second in Command gather the volunteers back to the site.
- Have the text responder alert the chat that the event is ending
- Provide an overview of next steps for the volunteers
 - Debrief with the volunteers. Give them a readout of how it went, get their feedback and any questions they have.
 - ICE Watch Trainings they could attend (if you don't have the information handy, get their contact info and send trainings to them)
 - Gather contact info for people who were not able to connect with a group on site.

- Highlight the local coordinator who is going to create a schedule for the space if there isn't one so that those close to the building can volunteer. This will mean less urgent requests for volunteers at this site in the future.
 - Get this person's contact info so you can keep in touch, but also make sure they are in the local RR chat.
- If this local coordinator did not meet the staff POC, introduce them and make sure they exchange information.

END of Standard Operating Procedure